



SUMMER 2020 INTERNSHIP ANNOUNCEMENT

Research Department – Oral History

Position Title: Research Department – Oral History

Preferred Start Date: May 18, 2020

Duration: May – August

Days required per week: 3 – 5

Hours required per week: 20 – 37.5

Position Information

Interns will perform a wide variety of tasks involved in processing of oral history interviews, to including managing an access data base used for tracking the status of interviews, plus creating excerpts from audio and video interviews, posting material on the program's web site, scanning photos and many other tasks. Conduct research on specific oral history subjects, developing study aids for interviewers on specific projects. Help create a Teacher Resource (lesson plan) focusing on trailblazing women.

Knowledge, Skills, and Abilities

Processing duties rely heavily on computer technology. Candidates must have a familiarity with Microsoft Office products, especially Word, Excel and Access, and a willingness to learn new computer software and hardware applications. They must also be thoroughly knowledgeable in methods of scholarly research and possess strong writing skills. Processing of interviews requires interns who are thorough in their approach to work, and who have a strong attention to detail. Academic majors in history, political science, English and library science are well suited for this internship.

To Apply

Submit a complete internship package by mail or email including the following:

- Completed and signed Internship Application Form
- Resume
- 2 Letters of Recommendation
- College transcript (a photocopy is acceptable)
- Letter of interest stating reasons for wanting to be an intern at the ALPLM, including:
 - Personal goals
 - Expectations of intern experience
 - How the internship relates to career plans
 - What he/she believes they can contribute to the Museum and/or Library
 - Special interests and abilities
- If doing this for university credit, supply school requirements and advisor's name and contact information

Mail or email your completed application package to:

Abigail Cline
Education Coordinator
ALPLM
112 North Sixth Street
Springfield, IL 62701

Abigail.Cline@illinois.gov